

**GREEN ACRES**  
**LOCAL UNIT GUIDE**  
for the Recorded Deed or Recorded Declaration of Taking  
2000Edition

**OVERVIEW**

To provide uniformity in the deed documents being recorded under the terms of the Green Trust program, the following checklist is offered to the local unit.

**DEED OR RECORDED DECLARATION OF TAKING CHECKLIST**

Eminent domain proceedings require that a copy of the map of land being taken accompany the written description of property. Using the Green Acres Scope of Work for Professional Land Surveying Services will provide you with 8 ½" x 11" reduced copies of the survey attached to each metes and bounds description and will satisfy this requirement. There are a number of benefits to recording the standard deed using the surveyor's metes and bounds description and attaching a reduced survey plan. Primarily, this allows for the immediate ability to construe the written description in its entirety with the plan that is called for in the description. The local unit may use the following as a checklist for items associated with the deed document:

\_\_\_ 1) The description of property used in the deed must be the original signed and sealed metes and bounds description prepared by the surveyor and must contain a reference call for the plan of survey prepared. This description should not be retyped but rather attached as a schedule to the deed document.

\_\_\_ 2) The 8 ½" x 11" reduced plan may be attached to the deed as a schedule in order that all elements of the description may be viewed in their entirety with the plan of survey from which it is written. This may also avoid a future problem of survey plan requests from the public that wish to obtain a copy of the survey plan later. For more complicated acquisitions of easements, acquisition partnership agreements or unusual lines of ownership, a copy of the survey attached to the description aids the reader in determining the shape of the parcel being acquired.

\_\_\_ 3) The total area contained in the survey and the net area of Green Trust encumbrance must be stated

\_\_\_ 4) The recorded deed for each parcel to be acquired as part of the project site must contain the following clause:  
**"It is understood by the seller that the lands being conveyed herein are being purchased with Green Acres funding and that this conveyance is made subject to Green Acres restrictions, and the purchaser herein agrees to accept these lands with the Green Acres restrictions against disposal or diversion to a use for other than recreation and conservation purposes."**